



How to comment on a draft BREF using the BATIS platform

Instructions for TWG members



Overview

1. Introduction
2. Online commenting as TWG member
3. Creating a shadow group as TWG member
4. Online commenting as shadow group member
5. Managing comments from shadow group members as TWG member
6. Help



1. Introduction



General aspects

- Comments can be entered into BATIS until the deadline expires.
- During the commenting period, comments can at all times be reviewed, modified, and deleted. After expiry of the deadline, comments cannot anymore be modified.
- TWG members can create their own groups of experts in BATIS (i.e. shadow groups) to collectively enter comments.
- During the commenting period, TWG members can only access their own comments as well as the comments introduced by the members of the shadow group they created. Similarly, shadow group members can only access comments of their own shadow group.
- TWG members have the ultimate responsibility for validating comments of their shadow groups.
- Comments only become visible to the whole TWG when published by the EIPPCB (some time after the end of the commenting period).



Online commenting through BATIS

Comments to formal draft BREFs shall be entered online, due to the following advantages:

- For comments that are submitted online, there is no ambiguity as to which part of the text a comment refers to.
- No further tedious importing of comments from Excel to BATIS is needed by the EIPPCB, therefore avoiding potential misinterpretations and allowing a faster publication of the full set of TWG comments.
- The new shadow group tool will facilitate the work of TWG members who have to collect, assemble, and validate comments from several shadow group members.



Tips for introducing pertinent comments

- Introduce one comment per issue (e.g. when commenting on a whole chapter/section/paragraph).
- For each comment, provide a sound rationale.
- For each comment, provide a clear proposal for a concrete modification of the text in the BREF (i.e. under 'Suggested Actions').
- Upload information supporting the comment (e.g. reports, results of monitoring) to the respective folder of the BATIS forum.

Example A of a pertinent comment

Refers to: BAT-AEL for COD emissions to water: 30–240 mg/l as yearly average

Comment: The upper end of the BAT-AEL range for COD emissions to water is too low in the case of installations with a high COD concentration in the influent (e.g. plants producing pharmaceuticals).

Rationale: Installation #120 from the data collection reports yearly average COD values of > 6000 mg/l in the influent to and of 290 mg/l in the effluent from the waste water treatment plant. Advanced waste water treatment techniques are used (i.e. membrane bioreactor) that are well operated, as can be seen from the low TSS and BOD₅ emission values in the effluent as well as an overall COD removal efficiency of more than 95%.

Suggested actions: Increase the upper end of the BAT-AEL range to 300 mg/l provided that a COD abatement efficiency of more than 95% is achieved.

Example B of a pertinent comment

Refers to: Applicability of technique 'recycling of process streams'.

Comment: The technique is not generally applicable.

Rationale: Contaminated process streams cannot be recycled to other parts of the process where clean process water is needed.

Suggested actions: Change the applicability to: 'Generally applicable within the constraints imposed by the purity requirements of the recipient stream'.



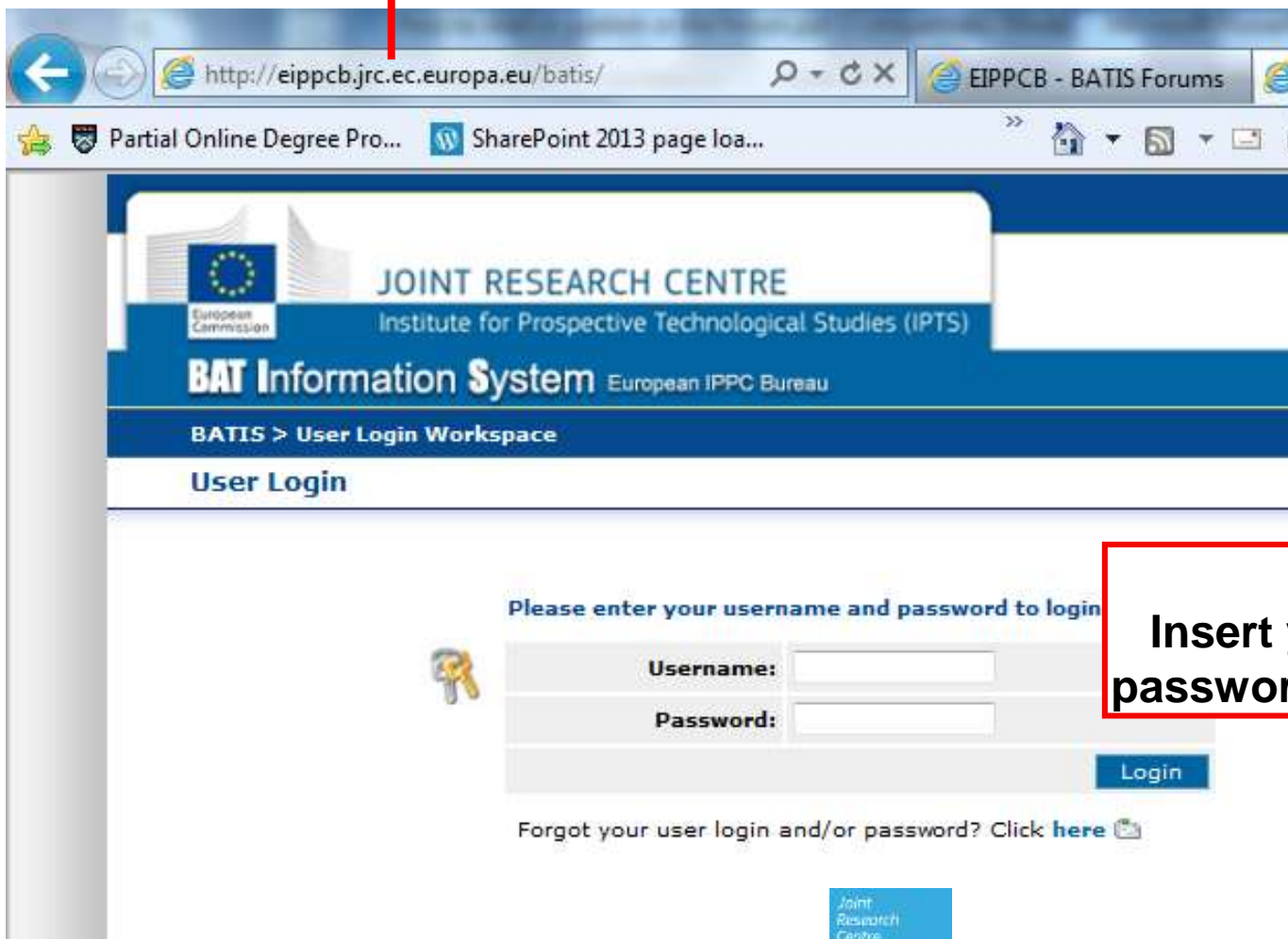
2. Online commenting as TWG member

How to comment on a draft BREF using the BATIS platform

Online commenting as TWG member (1/12)

Step 1 Go to the BATIS webpage:

<http://eippcb.jrc.ec.europa.eu/batis/>

A screenshot of a web browser showing the BATIS User Login page. The browser's address bar displays the URL "http://eippcb.jrc.ec.europa.eu/batis/". The page header includes the European Commission logo and the text "JOINT RESEARCH CENTRE Institute for Prospective Technological Studies (IPTS)". Below this, it says "BAT Information System European IPPC Bureau". The main heading is "BATIS > User Login Workspace" followed by "User Login". The login form consists of a grey box with a key icon on the left. Inside the box, there are two input fields: "Username:" and "Password:". To the right of the "Password:" field is a blue "Login" button. Below the login form, there is a link that says "Forgot your user login and/or password? Click [here](#)". At the bottom right of the page, there is a small logo for the "Joint Research Centre".

Step 2

Insert your username and password and click on 'Login'

BATIS » Test Member » Home page

Search for Advanced search in [Brefs](#) / [Comments](#) / [Annotations](#) / [Users](#) / [References](#)

My BREFs

- >> Iron and Steel Production
- >> Non-ferrous Metals

Selected BREF ...

- >> Review online
- >> Comments
- >> Annotations
- >> Forums











Profile/Preferences

Help

Welcome to BATIS

The **BAT Information System** aims at facilitating the iterative drafting of reference documents (BREFs) with large numbers of players contributing comments and other information.

You are **member** of the following BREFs:

Or.	Bref	Code	Forum	KoM	Status	Rel.	Stage	Deadline	HTML	PDF
2	 Iron and Steel Production	IS		MR	Published	1 (Published)	Assessment released		 	
5	 Non-ferrous Metals	NFM		MR	Formal draft	1 (D2)	Closed for comments	15/10/2009	 	

* NPY = Not Published Yet

To change your password click [here](#)

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Local intranet 100%

start EIPPCB - BAT... 2012-11 Berl... 2 Microsoft ... Adobe Reader Microsoft Word Microsoft Excel How_to_mak... 18:16

Step 3 From the BATIS overview page
click on the BREF you want to comment
on: e.g. [Non-ferrous Metals](#)

Online commenting as TWG member (3/12)

The screenshot displays the EIPPCB (European IPPC Bureau) web application. The top navigation bar includes a search function and links for Brefs, Comments, Annotations, Users, and References. The left sidebar contains a 'My BREFs' section with links to 'Iron and Steel Production' and 'Non-ferrous Metals'. Below this is a 'Selected BREF' section with a red box highlighting the 'Review online' link. Other sidebar options include 'Comments', 'Annotations', 'Forums', 'Profile/Preferences', and 'Help'. The main content area shows the 'Overview' tab for 'Non-ferrous Metals (NFM) - Closed for comments'. It lists document details: Short Title (Non-ferrous Metals), Full Name (Reference Document on Best Available Techniques for Non-ferrous Metals), Description (Review of Non Ferrous Metals), Kick-off meeting minutes (NFM Meeting Report_Final.pdf), and Latest Release (1 (D2) - Closed for comments (Deadline for comments: 15/10/2009)). Below this is a 'Production Status' section showing a workflow from 'Work started' to 'Formal draft' (highlighted in green) to 'Final draft' to 'Published'. A 'Latest Documents' table follows, with columns for Status, Release, Creation Date, HTML, and PDF. The footer contains copyright information (© 2002-2013 IPTS/EIPPCB) and a link to the European IPPC Bureau. A red box at the bottom of the screenshot contains the text 'Step 4 Click on 'Review online''.

Search BREFs (last release) for [] Advanced search in [Brefs](#) / [Comments](#) / [Annotations](#) / [Users](#) / [References](#)

My BREFs

- >> Iron and Steel Production
- >> **Non-ferrous Metals**

Selected BREF

- >> **Review online**
- >> Comments
- >> Annotations
- >> Forums

Profile/Preferences

Help

Overview | **Comments** | **Annotations** | **References** | **Offline** | **Members** | **History**

Overview - Non-ferrous Metals (NFM) - Closed for comments

- Short Title: **Non-ferrous Metals**
- Full Name: **Reference Document on Best Available Techniques for Non-ferrous Metals**
- Description: **Review of Non Ferrous Metals**
- Kick-off meeting minutes: [NFM Meeting Report_Final.pdf](#)
- Latest Release: **1 (D2) - Closed for comments** (Deadline for comments: **15/10/2009**)

Production Status

→ Work started → **Formal draft** → Final draft → Published

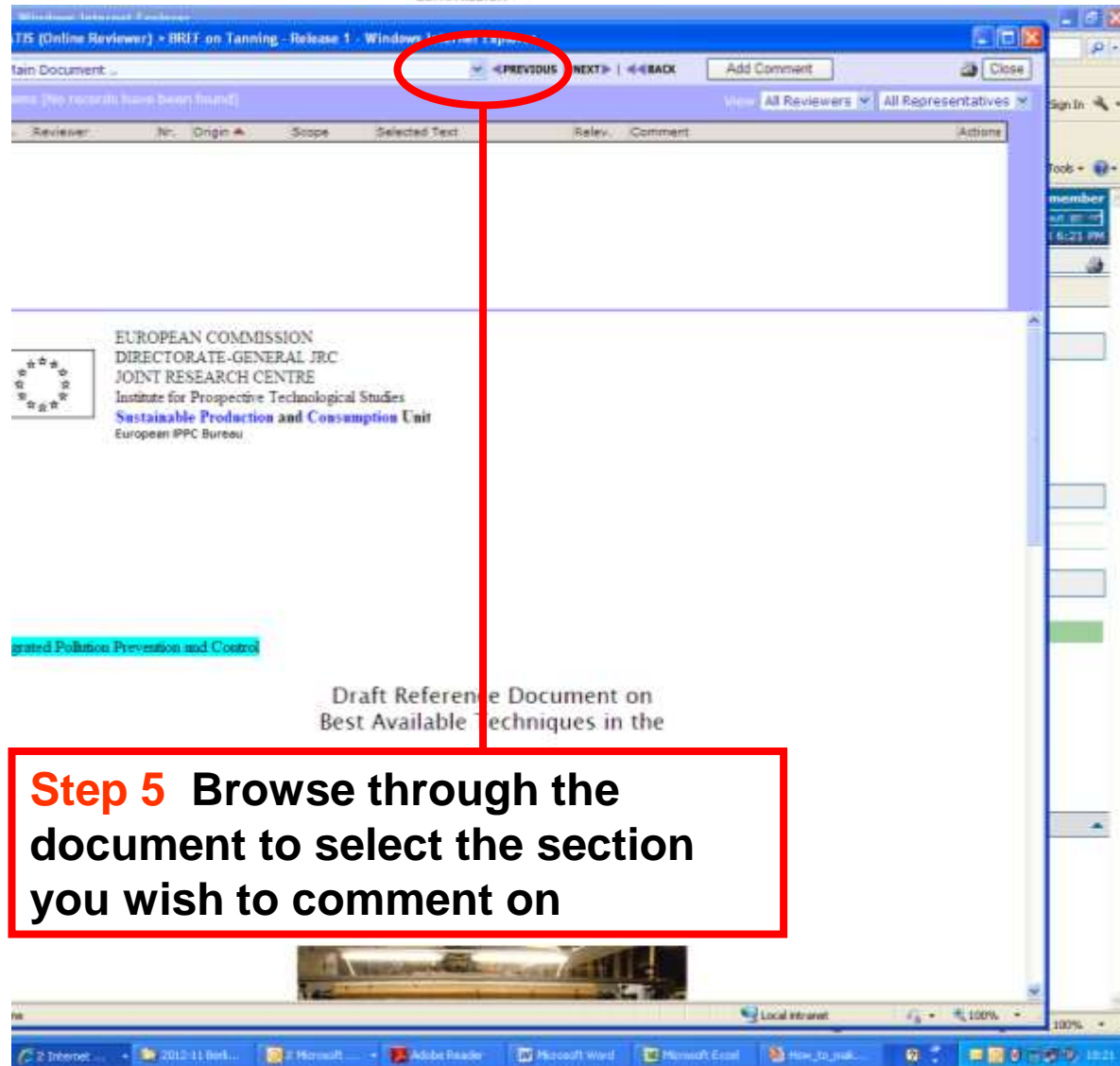
Latest Documents

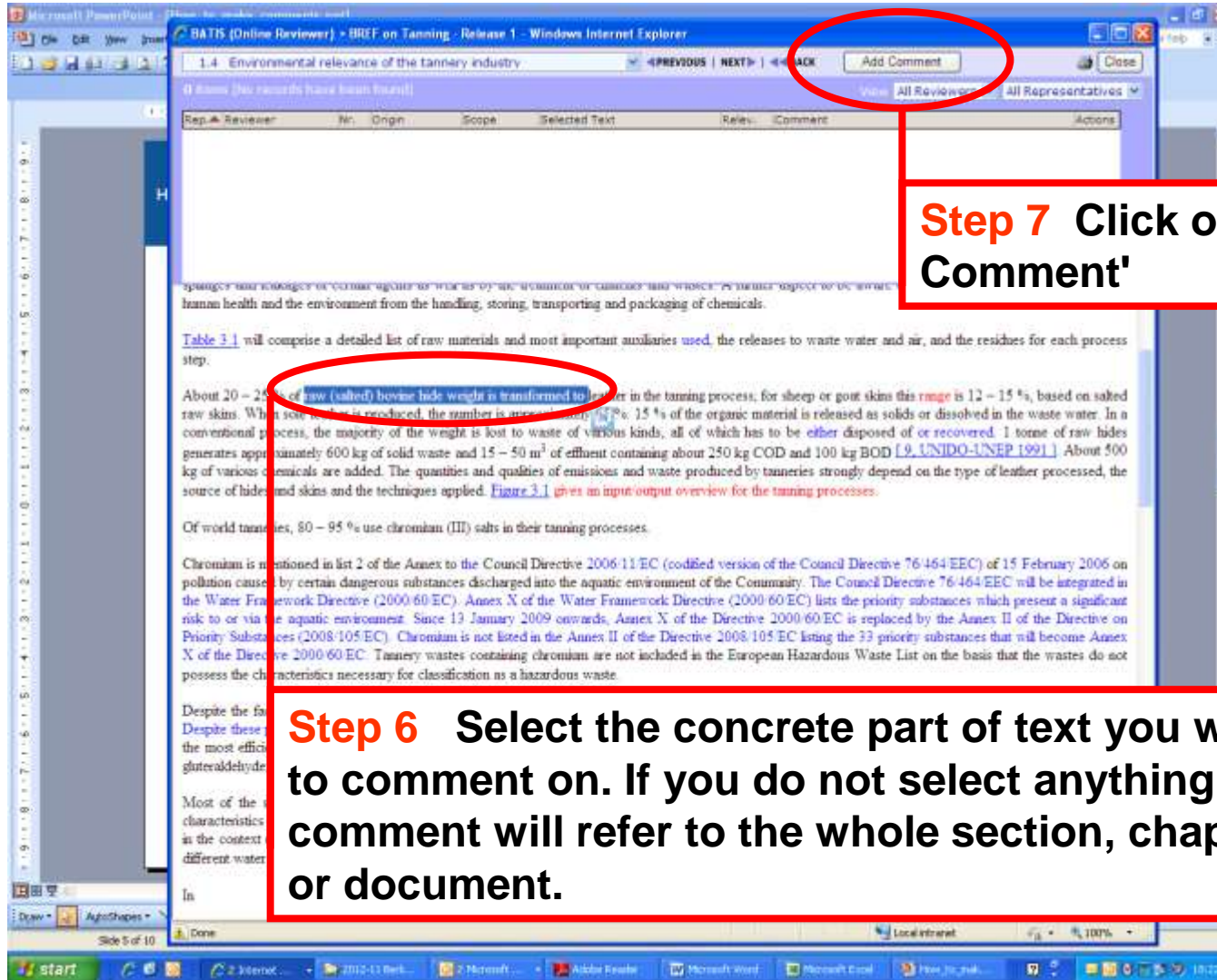
Status	Release	Creation Date	HTML	PDF
Formal draft	1	29/07/2009		

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Step 4 Click on 'Review online'

Online commenting as TWG member (4/12)





The screenshot shows the BATIS (Online Reviewer) interface within a Windows Internet Explorer browser. The document being reviewed is titled "1.4 Environmental relevance of the tannery industry". A red box highlights a specific paragraph of text, and a red circle highlights the "Add Comment" button in the top right corner of the document viewer.

Step 6 Select the concrete part of text you wish to comment on. If you do not select anything, the comment will refer to the whole section, chapter, or document.

Step 7 Click on 'Add Comment'

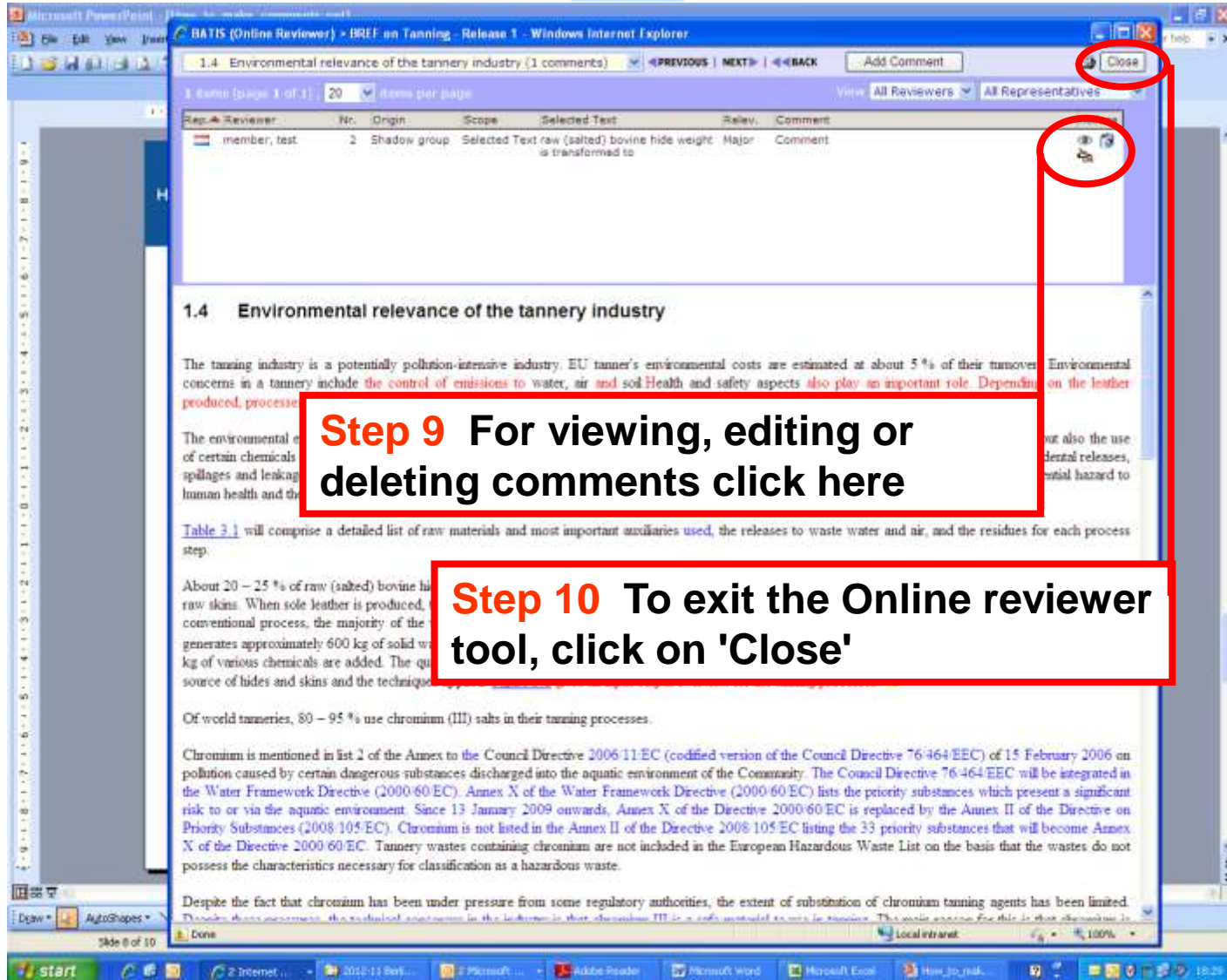
Step 8 From the Comment window:

- Fill in the requested information
- Click 'Add comment' to save the comment

Tip: if you work on the BREF with a shadow group, you may wish to indicate in the field '**Origin**', the name of the shadow group member that made the comment. Leave it blank otherwise

The screenshot shows the 'BATIS > Comment Editor [LUXEMBURG - testmember]' window. Red circles and lines highlight key fields: 'Selected text' (containing 'raw (salted) bovine hide weight is transformed to'), 'Origin of the comment' (with a red circle around the input field), 'Page(s)' (with a red circle around the input field), and the 'Add Comment' button at the bottom right. A red line connects the 'Add Comment' button to the 'Add comment' instruction in the text above. The window also shows tabs for 'Comment', 'Rationale', 'Suggested Actions', and 'Attachments'.

Tip: Documents supporting your comment may be uploaded under 'Attachments', but in general, such documents are more visible in the respective BATIS forum. It is useful to mention the uploaded documents under 'Rationale'.



Step 9 For viewing, editing or deleting comments click here

Step 10 To exit the Online reviewer tool, click on 'Close'

Microsoft PowerPoint - [Title] - [Author] - [Date]

BATIS (Online Reviewer) > BREF on Tanning - Release 1 - Windows Internet Explorer

1.4 Environmental relevance of the tannery industry (1 comments) [PREVIOUS] [NEXT] [BACK] [Add Comment] [Close]

1 items (page 1 of 1) 20 items per page View: All Reviewers All Representatives

Rep.	Reviewer	Nr.	Origin	Scope	Selected Text	Relatv.	Comment
	member, test	2	Shadow group	Selected Text	raw (salted) bovine hide weight is transformed to	Major	Comment

1.4 Environmental relevance of the tannery industry

The tanning industry is a potentially pollution-intensive industry. EU tanner's environmental costs are estimated at about 5 % of their turnover. Environmental concerns in a tannery include the control of emissions to water, air and soil. Health and safety aspects also play an important role. Depending on the leather produced, processes

The environmental impact of certain chemicals, spillsages and leakage can be a hazard to human health and the environment.

Table 3.1 will comprise a detailed list of raw materials and most important auxiliaries used, the releases to waste water and air, and the residues for each process step.

About 20 – 25 % of raw (salted) bovine hide raw skins. When sole leather is produced, the conventional process, the majority of the waste generates approximately 600 kg of solid waste and 1 kg of various chemicals are added. The quality of the source of hides and skins and the techniques used are also the use of chemical releases, which is a hazard to

Of world tanneries, 80 – 95 % use chromium (III) salts in their tanning processes.

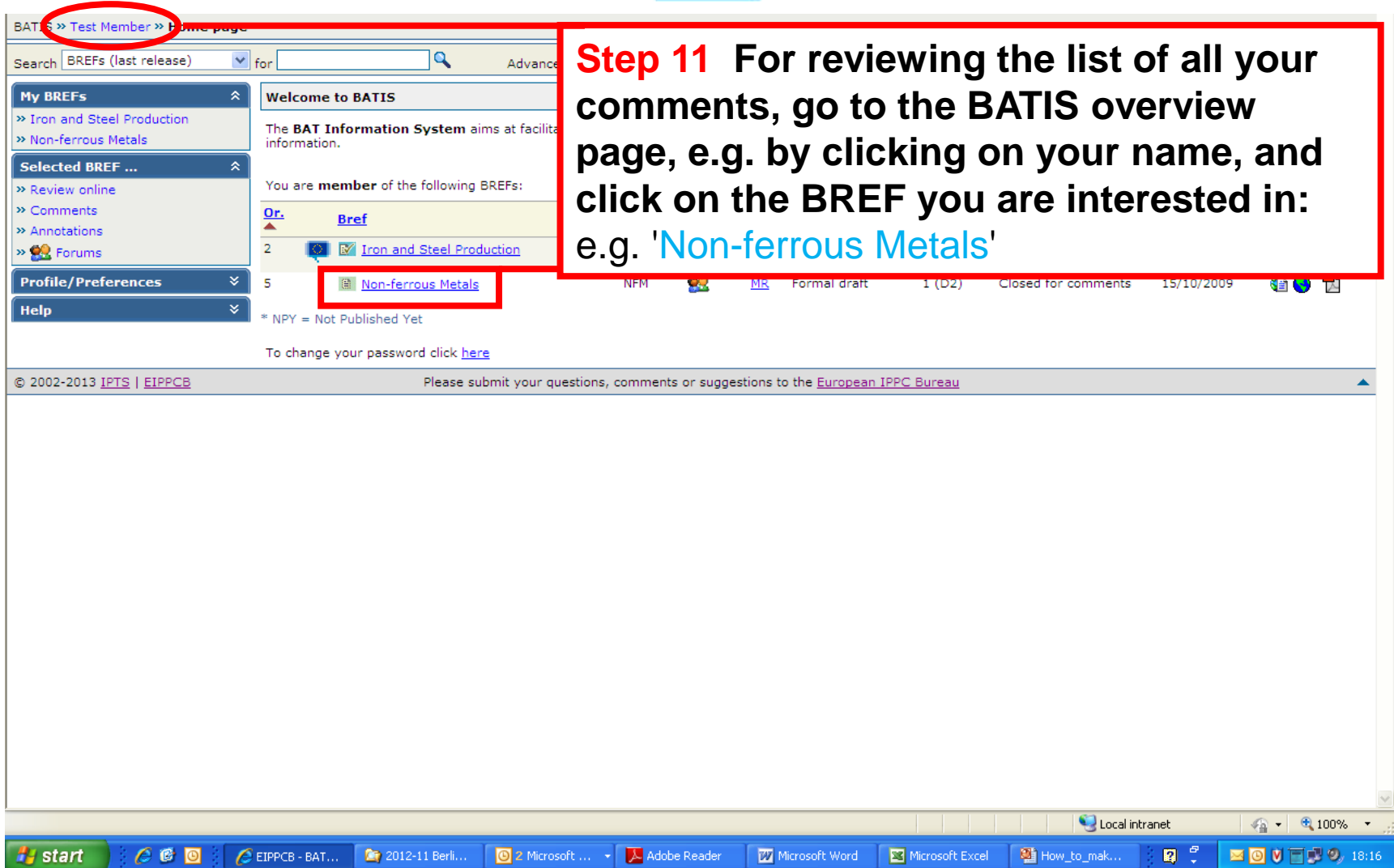
Chromium is mentioned in list 2 of the Annex to the Council Directive 2006/11/EC (codified version of the Council Directive 76/464/EEC) of 15 February 2006 on pollution caused by certain dangerous substances discharged into the aquatic environment of the Community. The Council Directive 76/464/EEC will be integrated in the Water Framework Directive (2000/60/EC). Annex X of the Water Framework Directive (2000/60/EC) lists the priority substances which present a significant risk to or via the aquatic environment. Since 13 January 2009 onwards, Annex X of the Directive 2000/60/EC is replaced by the Annex II of the Directive on Priority Substances (2008/105/EC). Chromium is not listed in the Annex II of the Directive 2008/105/EC listing the 33 priority substances that will become Annex X of the Directive 2000/60/EC. Tannery wastes containing chromium are not included in the European Hazardous Waste List on the basis that the wastes do not possess the characteristics necessary for classification as a hazardous waste.

Despite the fact that chromium has been under pressure from some regulatory authorities, the extent of substitution of chromium tanning agents has been limited. Therefore, the use of chromium in the leather is still considered to be a priority. This waste stream for this is that chromium is

Slide 8 of 10

start 2 Internet ... 2012-11 Rev ... 2 Microsoft ... Adobe Reader Microsoft Word Microsoft Excel Hw ... 18:29

Step 11 For reviewing the list of all your comments, go to the BATIS overview page, e.g. by clicking on your name, and click on the BREF you are interested in: e.g. 'Non-ferrous Metals'



The screenshot shows the BATIS (BAT Information System) web interface. The user is logged in as a member. The interface includes a search bar, a welcome message, and a list of BREFs (BAT Reference Emissions Factors) that the user is a member of. The BREF 'Non-ferrous Metals' is highlighted with a red box. The interface also includes a sidebar with links to 'My BREFs', 'Selected BREF ...', 'Profile/Preferences', and 'Help'. The footer contains copyright information and a link to the European IPPC Bureau.

Online commenting as TWG member (9/12)

Search BREFs (last release) for [] Advanced search in [Brefs](#) / [Comments](#) / [Annotations](#) / [Users](#) / [References](#)

My BREFs

- » Iron and Steel Production
- » **Non-ferrous Metals**

Selected BREF ...

- » Review online
- » **Comments**
- » Annotations
- » Forums

Profile/Preferences

Help

Overview **Comments** Annotations References Offline Members History

Overview - Non-ferrous Metals (NFM) - Closed for comments

- Short Title **Non-ferrous Metals**
- Full Name **Reference Document on Best Available Techniques for Non-ferrous Metals**
- Description: **Review of Non Ferrous Metals**
- Kick-off meeting minutes: [NFM Meeting Report Final.pdf](#)
- Latest Release: **1 (D2) - Closed for comments** (Deadline for comments: **15/10/2009**)

Production Status

→ Work started → **Formal draft** → Final draft → Published

Latest Documents

Status	Release	Creation Date	HTML	PDF
Formal draft	1	29/07/2009		

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Step 12 Click on 'Comments'

Done Local intranet 100%

start EIPPCB - BAT... 2012-11 Berl... 2 Microsoft ... Adobe Reader Microsoft Word Microsoft Excel How_to_mak... 18:18

How to comment on a draft BREF using the BATIS platform



Online commenting as TWG member (10/12)

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Institute for Prospective Technological Studies (IPTS)

BAT Information System European IPPC Bureau

TWG member: Test Member

Logout

Monday, November 30, 2015 6:09 PM

BATIS > Test Member > Non-ferrous Metals > Comments

Search BREFs (last release) for

Advanced search in [Brefs](#) | [Comments](#) | [Annotations](#) | [Users](#) | [References](#) | [Forums](#)

My BREFs

- » Iron and Steel Production
- » Non-ferrous Metals

Selected BREF ...

- » Review online
- » Comments
- » Annotations
- » Forums

Profile/Preferences

Help

Overview Comments Annotations References Online History Shadow Group

Comments - Release 3, Formal draft View All Representatives All Reviewers All Status

View All Sections Date >= Filter

Click [here](#) to revise this release and view comments online.

2742 Items [page 1 of 28] , 100 Items per page

Rep.	Reviewer/Nr	Origin	Relev.	Comment	Section	Scope	Status	Assessment	HTML
	1		Major	Presentation of consistent statistics, Global, EU27 and Year	1 GENERAL INFORMATION	Entire chapter	Not accepted	Not clear	Highlight
	2		Major	delete text after e...economic factors.	1.1.4 Economics of the industry	Entire section	Partially accepted	Text has been reworded to reflect in a more clear way	Highlight

Step 13 List of comments

Filter functionalities

Sorting of comments by their order of appearance in the document

Extracting comments as Excel file, if needed

How to comment on a draft BREF using the BATIS platform



Online commenting as TWG member (11/12)

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Institute for Prospective Technological Studies (IPTS)

BAT Information System European IPPC Bureau

BATIS > Test Member > Non-ferrous Metals > Comments

Search BREFs (last release) for

Advanced search in [Brefs](#) | [Comments](#) | [Annotations](#) | [Users](#) | [References](#) | [Forums](#)

My BREFs

- » Iron and Steel Production
- » Non-ferrous Metals

Selected BREF ...

- » Review online
- » Comments
- » Annotations
- » Forums

Comments - Release 3, Formal draft View All Representatives All Reviewers All Status

View All Sections Date >= Filter

Click [here](#) to revise this release and view comments online.

2742 Items [page 1 of 28] , 100 Items per page

Rev.	Reviewers (No.)	Origin	Relev.	Comment	Section	Scope	Status	Assessment	HTML
1			Major	Presentation of consistent statistics, Global, EU27 and Year	1 GENERAL INFORMATION	Entire chapter	Not accepted	Not clear	Highlight
2			Major	delete text after e...economic factors.	1.1.4 Economics of the industry	Entire section	Partially accepted	Text has been reworded to reflect in a more clear way comments made to	Highlight

Step 14 Managing comments

Accessing and modifying individual comments, if needed

Accessing, modifying, and deleting individual comments in their context, if needed

How to comment on a draft BREF using the BATIS platform



Online commenting as TWG member (12/12)

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BAT Information System European IPPC Bureau

TWG member: Test Member

Logout

Monday, November 30, 2015 6:09 PM

BATIS > Test Member > Non-ferrous Metals > Comments

Search BREFs (last release) for

Advanced search in [Brefs](#) | [Comments](#) | [Annotations](#) | [Users](#) | [References](#) | [Forums](#)

My BREFs

- » Iron and Steel Production
- » Non-ferrous Metals

Selected BREF ...

- » Review online
- » Comments
- » Annotations
- » Forums

Profile/Preferences

Help

Overview **Comments** Annotations References Offline Members History Shadow Group

Comments - Release 3, Formal draft View All Representatives All Reviewers All Status

View All Sections Date >= Filter

Click [here](#) to revise this release and view comments online.

2742 Items [page 1 of 28] , 100 Items per page

Rep.	Reviewer/Nr	Origin	Relev.	Comment	Section	Scope	Status	Assessment	HTML
	1		Major	Presentation of consistent statistics, Global,	1 GENERAL INFORMATION	Entire chapter	Not accepted	Not clear	Highlight

Tips:

- Comments that are listed in the 'Comments' tab are formally submitted; no more action is needed by the TWG member.
- Comments can be modified until the deadline for submitting comments expires.
- During the commenting period, TWG members can only see their own comments.



3. Creating a shadow group as TWG member

How to comment on a draft BREF using the BATIS platform



Creating a shadow group as TWG member (1/7)

Step 1 Go to the BATIS overview page, e.g. by clicking on your name, and then click on the BREF for which you want to create a shadow group: e.g. 'CWW BREF'

The screenshot shows the BATIS platform interface. The top navigation bar includes 'BATIS > Georg Meier > Home page'. The left sidebar contains 'My BREFs' with a dropdown menu showing 'CWW BREF' and 'Refineries'. The main content area displays a list of BREFs. The 'CWW BREF' is highlighted in the list.

Or.	Bref	Code	Forum	KoM	Status	Rel.	Stage	Deadline	HTML	PDF
10	CWW BREF	CWW			Formal draft	3 (D3)	Open for comments	31/12/2015		
41	Refineries	REF			Formal draft	2 (D2)	Open for comments	30/06/2016		

To change your password click [here](#)

Please submit your questions, comments or suggestions to the [European IPPC Bureau](#)

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How to comment on a draft BREF using the BATIS platform



Creating a shadow group as TWG member (2/7)

Step 2 Click on 'Shadow group'

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Institute for Prospective Technological Studies (IPTS)

BAT Information System European IPPC Bureau

BATIS > Georg Meier > CWW BREF > Overview

Search for

Advanced search in [Brefs](#) | [Comments](#) | [Annotations](#) | [Users](#) | [References](#) | [Forums](#)

TWG member: **Georg Meier** [Logout](#)

Monday, November 30, 2015 1:39 PM

My BREFs

- CWW BREF
- Refineries

Selected BREF ...

- [Review online](#)
- [Comments](#)
- [Annotations](#)
- [Forums](#)

Profile/Preferences

Help

Overview | **Comments** | **Annotations** | **References** | **Offline** | **Members** | **History** | **Shadow Group**

Overview - CWW BREF (CWW) - Open for comments

- Short Title: **CWW BREF**
- Full Name: **CWW BREF**
- Description:
- Kick-off meeting minutes:
- Latest Release: **3 (D3) - Open for comments** (Deadline for comments: **31/12/2015**)

Production Status

→ Work started → **Formal draft** → Final draft → Published

Latest Documents

Status	Release	Creation Date	HTML	PDF
Formal draft	3	13/07/2015		

How to comment on a draft BREF using the BATIS platform



Creating a shadow group as TWG member (3/7)

TWG member: **Georg Meier**

Logout

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Institute for Prospective Technological Studies (IPTS)

BAT Information System European IPPC Bureau

Monday, November 30, 2015 1:47 PM

BATIS > Georg Meier > CWW BREF > Shadow Group

Search for

Advanced search in [Brefs](#) | [Comments](#) | [Annotations](#) | [Users](#) | [References](#) | [Forums](#)

My BREFs

» CWW BREF

» Refineries

Selected BREF ...

» Review online

» Comments

» Annotations

» Forums

Profile/Preferences

Help

Overview

Comments

Annotations

References

Offline

Members

History

Shadow Group

Comments - Release

3, Formal draft

Origin

All Origins

ShadowGroup User:---

Due Date: 31/12/2015

View All Sections

Date >=

Filter

ShadowGroup Pass:---

Create Shadow Group

No records have been found

Step 3

- Click on 'Create Shadow Group', then
- An alert window opens – click 'OK'

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The mission of the JRC is to provide customer-driven scientific and technical support to the European Commission and the Member States of the European Union, whether private or national.

Alert

The shadow group has been created. You must add now at least one origin to the shadow group

OK

How to comment on a draft BREF using the BATIS platform



Creating a shadow group as TWG member (4/7)

European Commission

JOINT RESEARCH CENTRE
Institute for Prospective Technological Studies (IPTS)

BAT Information System European IPPC Bureau

TWG member: **Georg Meier** Logout

Monday, November 30, 2015 1:56 PM

BATIS > Georg Meier > CWW BREF > Shadow Group

Search for

Advanced search in [Brefs](#) | [Comments](#) | [Annotations](#) | [Users](#) | [References](#) | [Forums](#)

My BREFs

- CWW BREF
- » Refineries

Selected BREF ...

- » Review online
- » Comments
- » Annotations
- » Forums

Profile/Preferences

Help

Overview **Comments** **Annotations** **References** **Offline** **Members** **History** **Shadow Group**

Comments - Release 3, Formal draft Origin

View Date >=

ShadowGroup User:georg.meier_698 **Due Date:** 31/12/2015

ShadowGroup Pass:shadowWtOTnEo

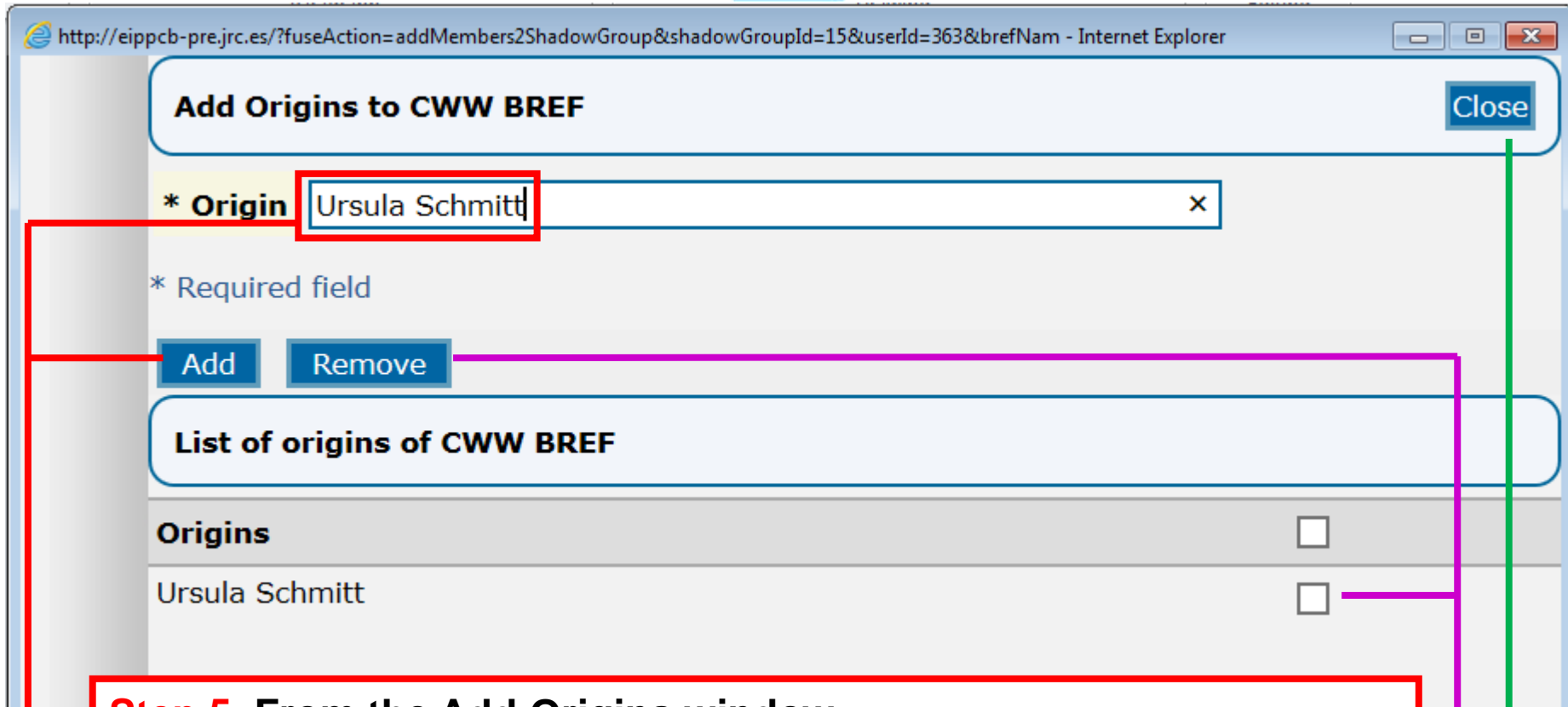
No records have been found

Step 4 Click on 'Origins'

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http://eippcb-pre.jrc.es/?fuseAction=addMembers2ShadowGroup&shadowGroupId=15&userId=363&brefNam - Internet Explorer

Add Origins to CWW BREF Close

* **Origin** x

* Required field

Add Remove

List of origins of CWW BREF

Origins	<input type="checkbox"/>
Ursula Schmitt	<input type="checkbox"/>

Step 5 From the Add Origins window:

Type the name of a shadow group member and Click on 'Add' to add a member

Tick the box and click on 'Remove' to remove a member

Click 'Close' when the list of shadow group members is complete

How to comment on a draft BREF using the BATIS platform



Creating a shadow group as TWG member (6/7)

European Commission

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BAT Information System European IPPC Bureau

TWG member: Georg Meier Logout

Monday, November 30, 2015 3:09 PM

BATIS > Georg Meier > CWW BREF > Shadow Group

Search BREFs (last release) for

Advanced search in [Brefs](#) | [Comments](#) | [Annotations](#) | [Users](#) | [References](#) | [Forums](#)

My BREFs

- CWW BREF
- Refineries

Selected BREF ...

- Review online
- Comments
- Annotations

Profile Help

Overview Comments Annotations References Offline Members History Shadow Group

Comments - Release 3, Formal draft Origin All Origins

View All Sections Date >= Filter

ShadowGroup User:georg.meier_698 Due Date: 31/12/2015

ShadowGroup Pass:shadowWtOTnEoy

No records have been found

Step 6 The shadow group has been created. The login and password for the shadow group is displayed on the 'Shadow Group' tab.

Step 7 An internal deadline for commenting within the shadow group can be defined. By default, the deadline is the same as the commenting deadline of the formal draft.



Step 8 The login and password for the shadow group is sent automatically by BATIS to the TWG member via email so that it can be further distributed.

From: BATIS [mailto:automated-notifications@nomail.ec.europa.eu]
Sent: Monday, November 30, 2015 1:50 PM
To: ...
Cc: ...
Subject: [STG] A shadow group has been created

--- This message was generated automatically and sent to you by the BATIS System at eippcb.jrc.ec.europa.eu/batis ---

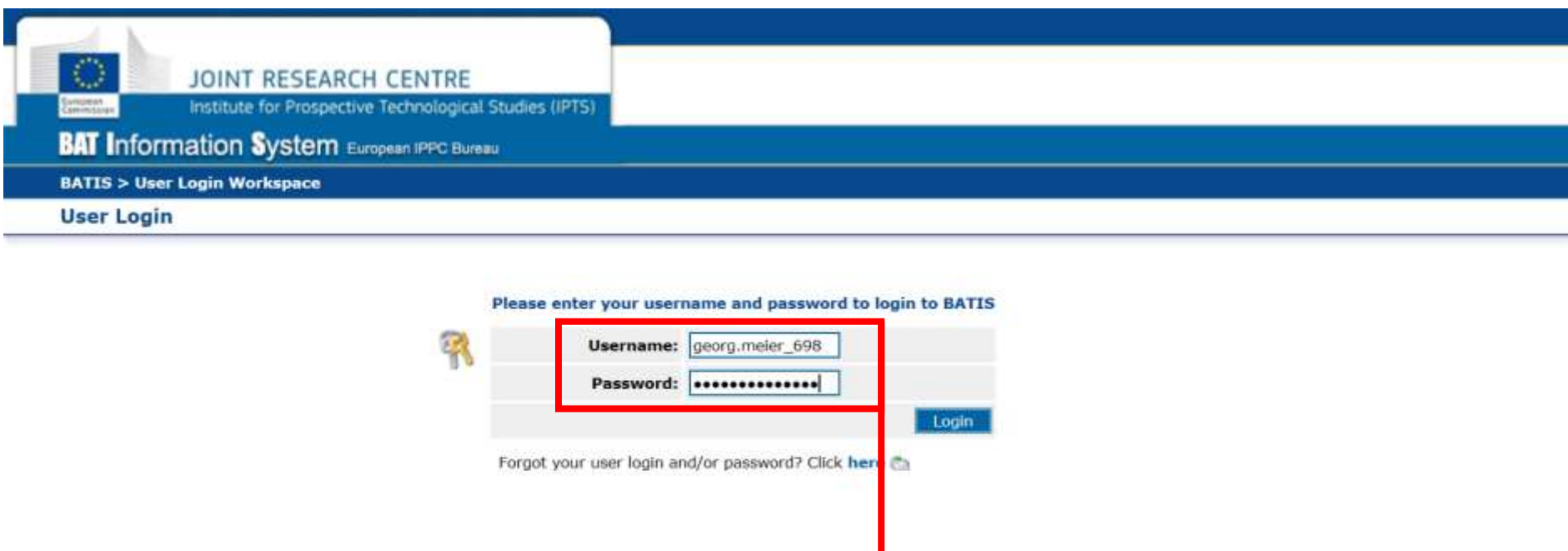
You have created a new shadow group with the following information:
"

Username: georg.meier_698
Password: shadowWtOTnEoy

Remember to send this information to your trusted shadow members.



4. Online commenting as shadow group member



The screenshot shows the BATIS User Login Workspace. At the top, there is a header with the European Commission logo and the text "JOINT RESEARCH CENTRE Institute for Prospective Technological Studies (IPTS)". Below this, the "BAT Information System" is identified as the "European IPPC Bureau". The navigation bar shows "BATIS > User Login Workspace" and "User Login". The main content area has a heading "Please enter your username and password to login to BATIS". A red box highlights the login fields: "Username: georg.meier_698" and "Password: [masked]". A "Login" button is to the right. Below the fields, there is a link: "Forgot your user login and/or password? Click [here](#)".

Step 1 Login with the username and password of the shadow group.

Tip: The access of shadow group members to BATIS is only possible during the commenting period.

Please submit your questions, comments or suggestions to the **European IPPC Bureau**

European Commission, Joint Research Centre, Institute for Prospective Technological Studies.

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How to comment on a draft BREF using the BATIS platform



Online commenting as shadow group member (2/7)

TWG member: **Georg Meier**

Logout

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Institute for Prospective Technological Studies (IPTS)

BAT Information System European IPPC Bureau

Monday, November 30, 2015 3:29 PM

BATIS > Georg Meier > Home page

Overview

Overview - CWW BREF (CWW) - Open for comments

- Short Title: **CWW BREF**
- Full Name: **CWW BREF**
- Description:
- Kick-off meeting minutes:
- Latest Release: **3 (D3) - Open for comments** (Deadline for comments: **31/12/2015**)

Production Status

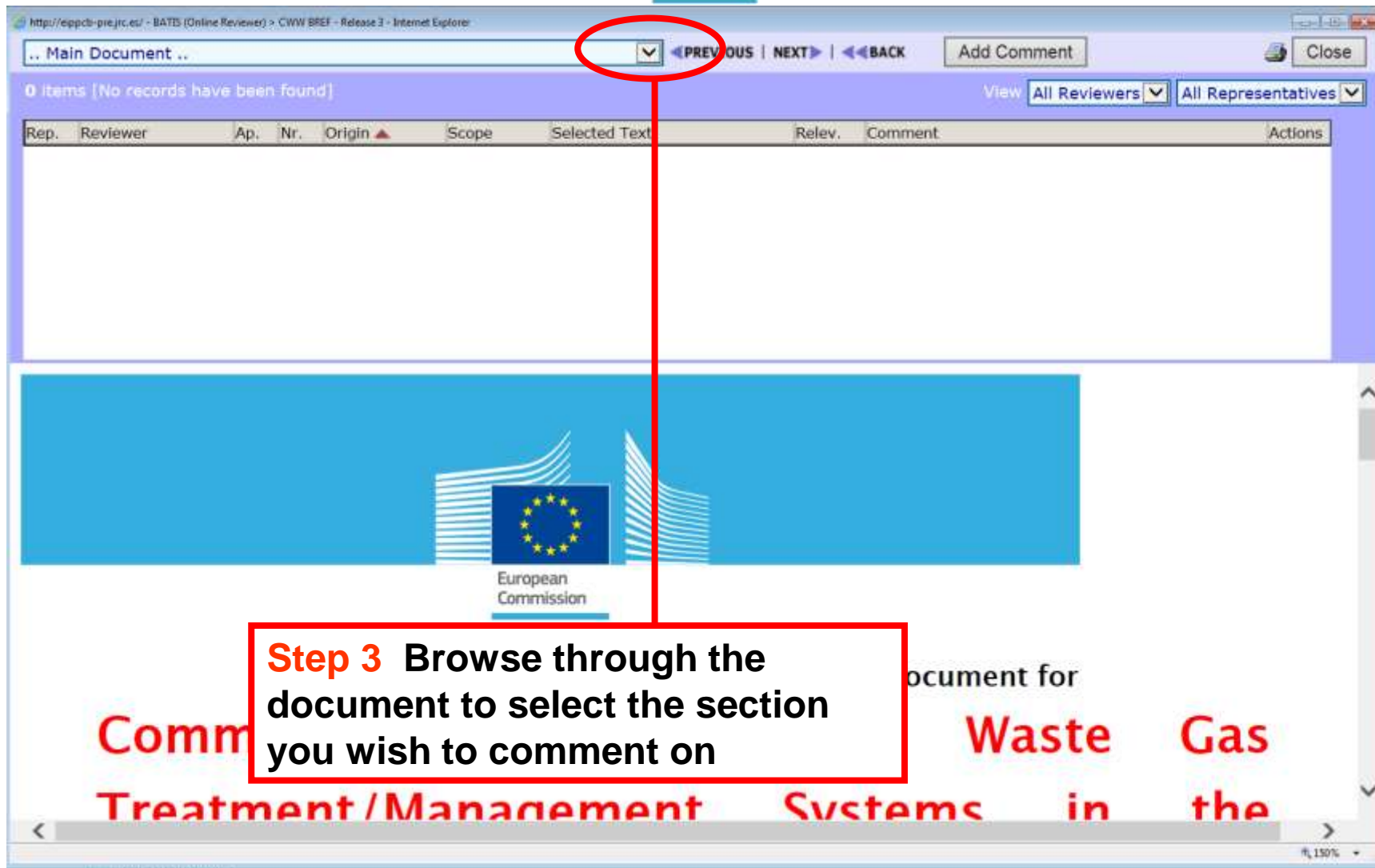
→ Work started → **Formal draft** → Final draft → Published

Latest Documents

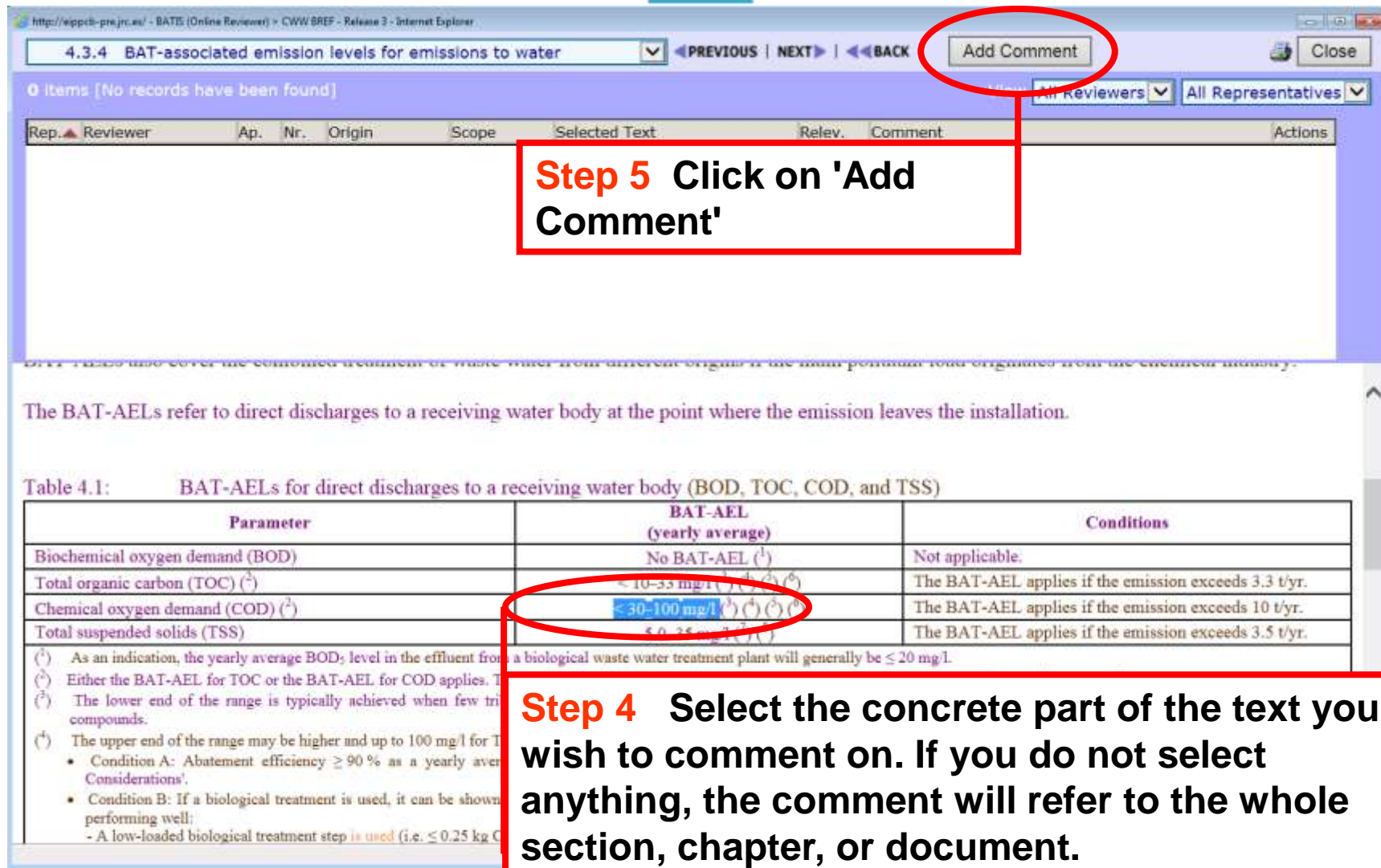
Status	Release	Creation Date	HTML
Formal draft	3	13/07/2015	

Please submit your questions, comments or suggestions to the [European IPPC Bureau](#)

Step 2 Access the online reviewer version here. This is the only BATIS functionality to which shadow group members have access.

A screenshot of the BATIS (Online Reviewer) web application. The browser address bar shows "http://eppcb-pre.jrc.eu/ - BATIS (Online Reviewer) > CWW BREF - Release 3 - Internet Explorer". The main interface has a purple header with a search bar containing "Main Document .." and a dropdown arrow. To the right of the search bar are navigation buttons: "PREVIOUS", "NEXT", and "BACK". Further right is an "Add Comment" button and a "Close" button. Below the header, a message states "0 items [No records have been found]". A table with columns "Rep.", "Reviewer", "Ap.", "Nr.", "Origin", "Scope", "Selected Text", "Relev.", "Comment", and "Actions" is visible. Below the table is a large blue banner with the European Commission logo. At the bottom, a red text box contains the instruction: "Step 3 Browse through the document to select the section you wish to comment on". The background of the page shows large red text: "Comm", "Treatment/Management", "Waste", "Gas", "Systems", "in", "the".

Step 3 Browse through the document to select the section you wish to comment on



Step 5 Click on 'Add Comment'

The BAT-AELs refer to direct discharges to a receiving water body at the point where the emission leaves the installation.

Table 4.1: BAT-AELs for direct discharges to a receiving water body (BOD, TOC, COD, and TSS)

Parameter	BAT-AEL (yearly average)	Conditions
Biochemical oxygen demand (BOD)	No BAT-AEL ⁽¹⁾	Not applicable.
Total organic carbon (TOC) ⁽²⁾	< 10-35 mg/l ⁽³⁾ ⁽⁴⁾ ⁽⁵⁾	The BAT-AEL applies if the emission exceeds 3.3 t/yr.
Chemical oxygen demand (COD) ⁽²⁾	< 30-100 mg/l ⁽³⁾ ⁽⁴⁾ ⁽⁵⁾	The BAT-AEL applies if the emission exceeds 10 t/yr.
Total suspended solids (TSS)	< 50-25 mg/l ⁽³⁾ ⁽⁴⁾ ⁽⁵⁾	The BAT-AEL applies if the emission exceeds 3.5 t/yr.

Step 4 Select the concrete part of the text you wish to comment on. If you do not select anything, the comment will refer to the whole section, chapter, or document.

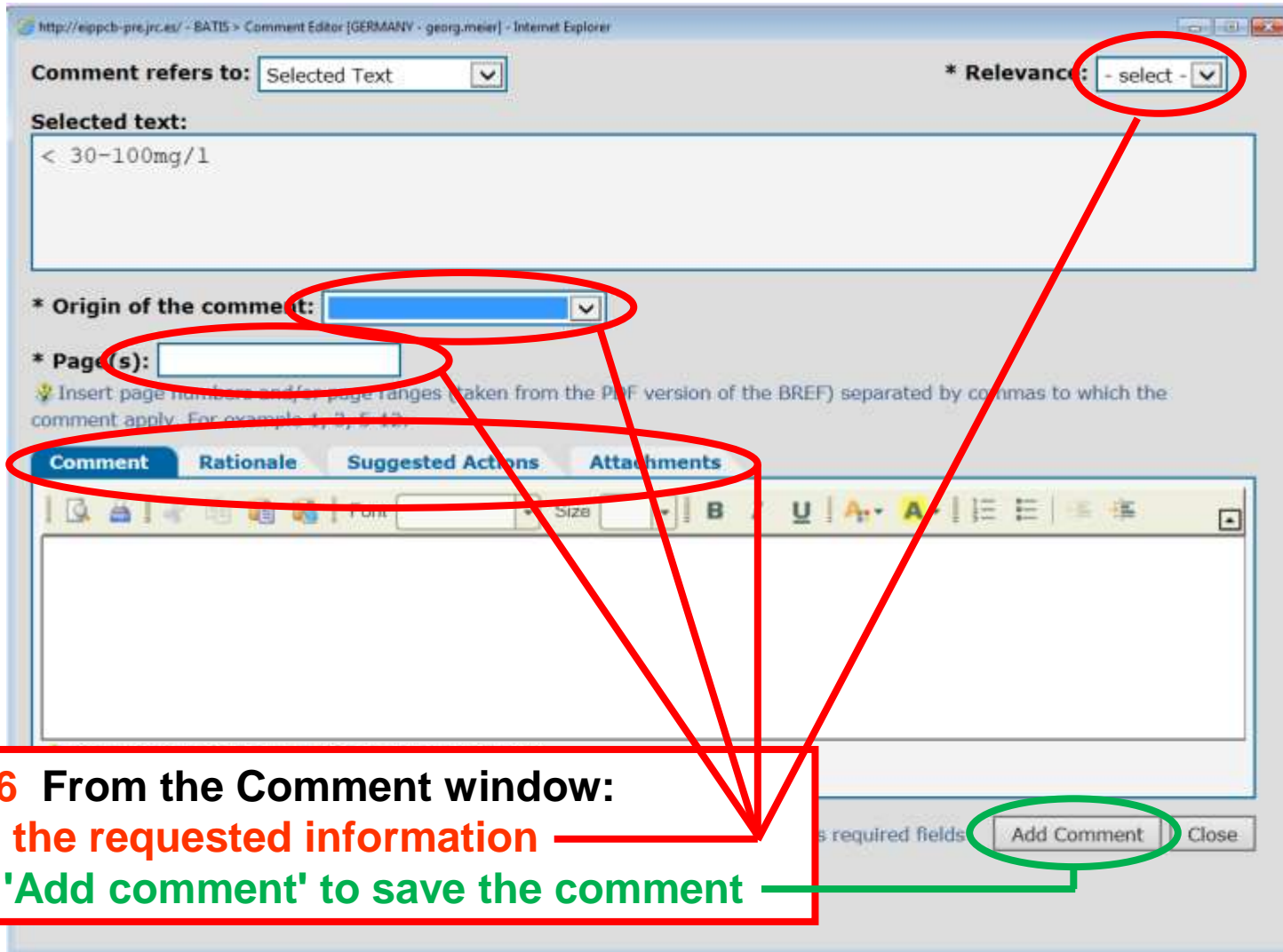
⁽¹⁾ As an indication, the yearly average BOD₅ level in the effluent from a biological waste water treatment plant will generally be ≤ 20 mg/l.

⁽²⁾ Either the BAT-AEL for TOC or the BAT-AEL for COD applies. T

⁽³⁾ The lower end of the range is typically achieved when few tri compounds.

⁽⁴⁾ The upper end of the range may be higher and up to 100 mg/l for T

- Condition A: Abatement efficiency ≥ 90 % as a yearly average
- Condition B: If a biological treatment is used, it can be shown performing well:
 - A low-loaded biological treatment step is used (i.e. ≤ 0.25 kg C

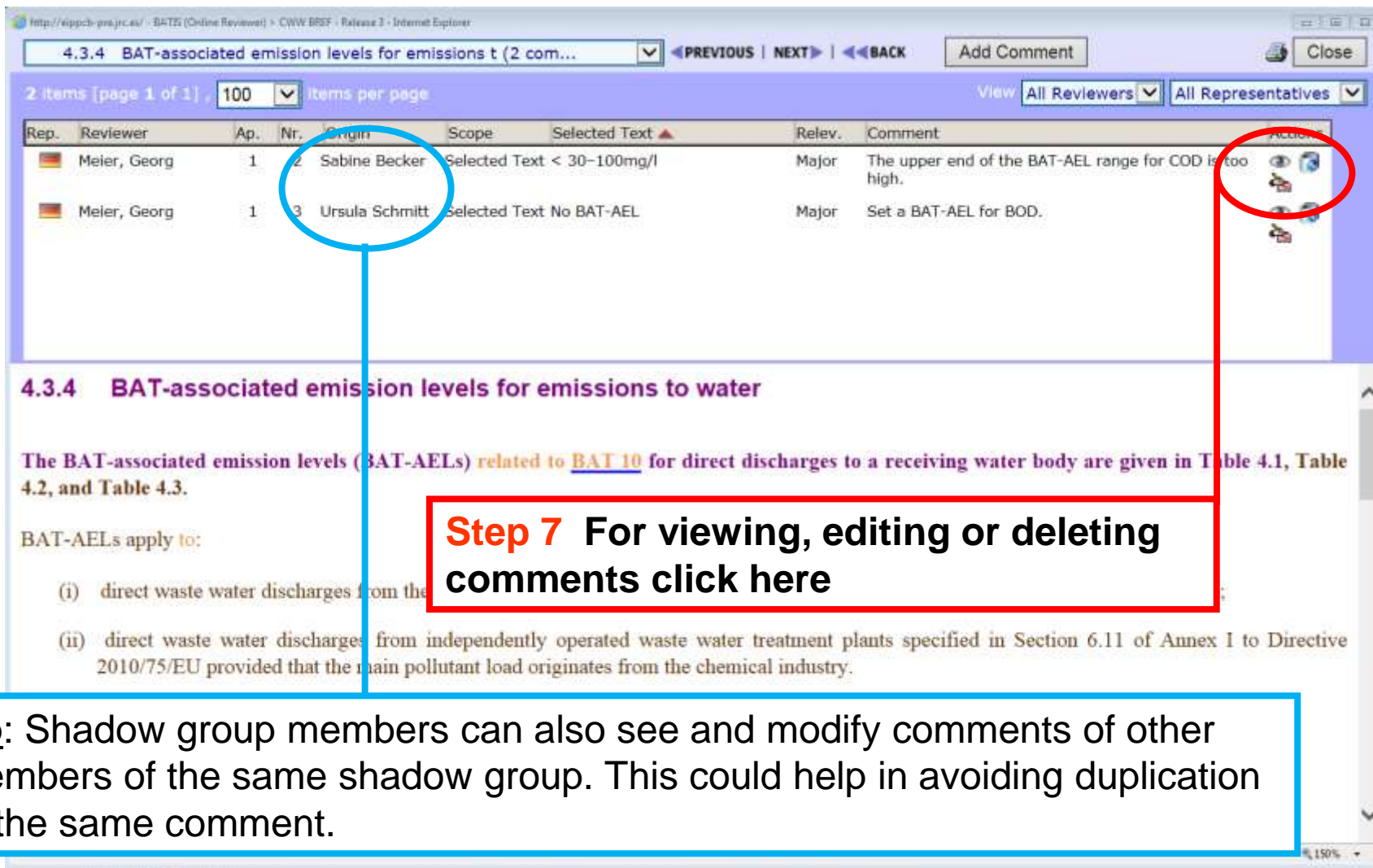


The screenshot shows the BATIS Comment Editor interface. The browser address bar displays "http://eippcb-pre.jrc.es/ - BATIS > Comment Editor [GERMANY - georg.meier] - Internet Explorer". The form includes the following fields and elements:

- Comment refers to:** A dropdown menu showing "Selected Text".
- * Relevance:** A dropdown menu showing "- select -".
- Selected text:** A text area containing "< 30-100mg/l".
- * Origin of the comment:** A dropdown menu.
- * Page(s):** A text input field.
- Instructions:** "Insert page numbers and/or page ranges (taken from the PDF version of the BREF) separated by commas to which the comment apply. For example: 4, 9, 5-10".
- Tabs:** "Comment", "Rationale", "Suggested Actions", and "Attachments". The "Comment" tab is selected.
- Rich Text Editor:** A large text area with a toolbar for formatting (bold, italic, underline, link, etc.).
- Buttons:** "Add Comment" and "Close".

Red circles and lines highlight the "Comment refers to", "* Relevance", "* Origin of the comment", "* Page(s)", and the "Comment" tab. A green circle highlights the "Add Comment" button. A red box at the bottom contains the following text:

Step 6 From the Comment window:
Fill in the requested information
Click 'Add comment' to save the comment

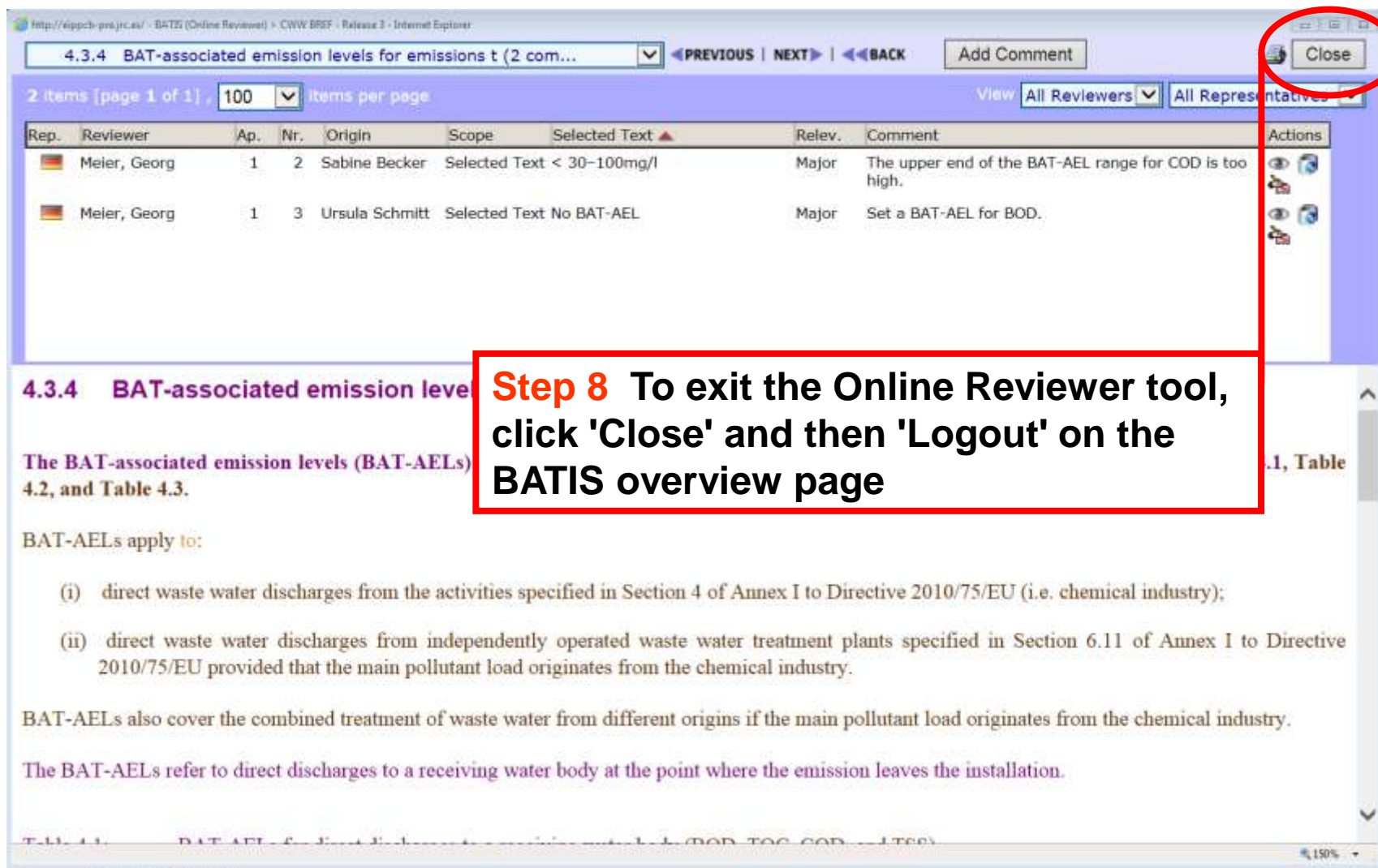


The screenshot shows the BATIS platform interface. At the top, there's a navigation bar with '4.3.4 BAT-associated emission levels for emissions t (2 com...' and buttons for 'PREVIOUS', 'NEXT', 'BACK', 'Add Comment', and 'Close'. Below this is a table with columns: Rep., Reviewer, Ap., Nr., Origin, Scope, Selected Text, Relev., and Comment. Two items are listed. The first item has 'Nr.' 2 and 'Origin' 'Sabine Becker'. The second item has 'Nr.' 3 and 'Origin' 'Ursula Schmitt'. A blue circle highlights the 'Nr.' column. To the right of the table, there's a red circle around icons for viewing, editing, and deleting comments. Below the table, there's a section titled '4.3.4 BAT-associated emission levels for emissions to water' with text about BAT-AELs. A red box highlights the text 'Step 7 For viewing, editing or deleting comments click here'.

Rep.	Reviewer	Ap.	Nr.	Origin	Scope	Selected Text	Relev.	Comment
Germany	Meier, Georg	1	2	Sabine Becker	Selected Text < 30-100mg/l		Major	The upper end of the BAT-AEL range for COD is too high.
Germany	Meier, Georg	1	3	Ursula Schmitt	Selected Text No BAT-AEL		Major	Set a BAT-AEL for BOD.

Step 7 For viewing, editing or deleting comments click here

Tip: Shadow group members can also see and modify comments of other members of the same shadow group. This could help in avoiding duplication of the same comment.



4.3.4 BAT-associated emission levels for emissions t (2 com... | PREVIOUS | NEXT | BACK | Add Comment | Close

2 items [page 1 of 1] | 100 items per page | View All Reviewers | All Representatives

Rep.	Reviewer	Ap.	Nr.	Origin	Scope	Selected Text	Relev.	Comment	Actions
	Meier, Georg	1	2	Sabine Becker	Selected Text < 30-100mg/l		Major	The upper end of the BAT-AEL range for COD is too high.	
	Meier, Georg	1	3	Ursula Schmitt	Selected Text No BAT-AEL		Major	Set a BAT-AEL for BOD.	

Step 8 To exit the Online Reviewer tool, click 'Close' and then 'Logout' on the BATIS overview page

4.3.4 BAT-associated emission levels (BAT-AELs)

The BAT-associated emission levels (BAT-AELs) are defined in Table 4.2, and Table 4.3.

BAT-AELs apply to:

- (i) direct waste water discharges from the activities specified in Section 4 of Annex I to Directive 2010/75/EU (i.e. chemical industry);
- (ii) direct waste water discharges from independently operated waste water treatment plants specified in Section 6.11 of Annex I to Directive 2010/75/EU provided that the main pollutant load originates from the chemical industry.

BAT-AELs also cover the combined treatment of waste water from different origins if the main pollutant load originates from the chemical industry.

The BAT-AELs refer to direct discharges to a receiving water body at the point where the emission leaves the installation.

Table 4.2: BAT-AELs for direct discharges to receiving water bodies (BOD, TOC, COD, TSS)



5. Managing comments from shadow group members as TWG member

How to comment on a draft BREF using the BATIS platform



Managing comments from shadow group members (1/8)

Step 1 Go to the overview page of BATIS, e.g. by clicking on your name, and then click on the BREF for which you have created a shadow group: e.g. 'CWW BREF'

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BATIS > Georg Meier > Home page

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Welcome to BATIS

The **BAT Information System** aims at facilitating the iterative drafting of reference documents (BREFs) with large numbers of players contributing comments and other information.

You are **member** of the following BREFs:

2 items [page 1 of 1] , 100 items per page

Or.	Bref	Code	Forum	KoM	Status	Rel.	Stage	Deadline	HTML	PDF
10	CWW BREF	CWW			Formal draft	3 (D3)	Open for comments	31/12/2015		
41	Refineries	REF			Formal draft	2 (D2)	Open for comments	30/06/2016		

To change your password click [here](#)

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How to comment on a draft BREF using the BATIS platform



Managing comments from shadow group members (2/8)

Step 2 Click on 'Shadow group'

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BATIS > Georg Meier > CWW BREF > Overview

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Overview

Overview - CWW BREF (CWW) - Open for comments

- Short Title: **CWW BREF**
- Full Name: **CWW BREF**
- Description:
- Kick-off meeting minutes:
- Latest Release: **3 (D3) - Open for comments** (Deadline for comments: **31/12/2015**)

Production Status

→ Work started → **Formal draft** → Final draft → Published

Latest Documents

Status	Release	Creation Date	HTML	PDF
Formal draft	3	13/07/2015	HTML	PDF

How to comment on a draft BREF using the BATIS platform

Managing comments from shadow group members (3/8)



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BATIS > Georg Meier > CWW BREF > Shadow Group

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Overview | Comments | Annotations | References | Offline | Members | History | Shadow Group

Comments - Release 3, Formal draft Origin All Origins
View All Sections Date >= Filter

ShadowGroup User:georg.meier_698 Due Date: 31/12/2015
ShadowGroup Pass:shadowWtOTnEoy

2 Items [page 1 of 1] , 100 items per page

Rep.	Reviewer/Nr	Origin	Relev.	Comment	Section	Scope
Meier, Georg	2	Sabine Becker	Major	The upper end of the BAT-AEL range for COD is too high.	4.3.4 BAT-associated emission levels for emissions to water	Selected Text
Meier, Georg	3	Ursula Schmitt	Major	Set a BAT-AEL for BOD.	4.3.4 BAT-associated emission levels for emissions to water	Selected Text

Step 3 List of comments from shadow group members
Filter functionalities
Sorting of comments by their order of appearance in the document
Extracting comments as Excel file, if needed



Overview Comments Annotations References Offline Members History Shadow Group

Comments - Release 3, Formal draft ▾ Origin All Origins ▾ ShadowGroup User:georg.meier_698 Due Date: 31/12/2015 [calendar] [help]

View All Sections ▾ Date >= [calendar] Filter [x] [print]

ShadowGroup Pass:shadowWtOTnEoy [Origins]

2 items [page 1 of 1] , 100 ▾ items per page

Rep.	Reviewer/Nr ▲	Origin	Relev.	Comment	Section	Scope			
	Meier, Georg	2	Sabine Becker	Major	The upper end of the BAT-AEL range for COD is too high.	4.3.4 BAT-associated emission levels for emissions to water	Selected Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Meier, Georg	3	Ursula Schmitt	Major	Set a BAT-AEL for BOD.	4.3.4 BAT-associated emission levels for emissions to water	Selected Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Step 4 Managing shadow group comments

Accessing and modifying individual comments, if needed

Deleting comments, if needed, after ticking the boxes

Validating comments, after ticking the boxes

ONLY VALIDATED COMMENTS ARE FORMALLY SUBMITTED

How to comment on a draft BREF using the BATIS platform



Managing comments from shadow group members (5/8)

European Commission

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BAT Information System European IPPC Bureau

TWG member: Georg Meier

Logout

Monday, November 30, 2015 4:58 PM

BATIS > Georg Meier > CWW BREF > Shadow Group

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Overview **Comments** Annotations References Offline Members History Shadow Group

Comments - Release 3, Formal draft Origin All Origins ShadowGroup User:georg.meier_698 Due Date: 31/12/2015

View All Sections Date >= Filter

ShadowGroup Pass:shadowWtOTnEoy

No records have been found

Step 5 After validating the comments of the shadow group click on 'Comments' to check the submitted comments

Please submit your questions, comments or suggestions

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How to comment on a draft BREF using the BATIS platform



Managing comments from shadow group members (6/8)

Joint Research Centre
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BAT Information System European IPPC Bureau

TWG member: Georg Meier
Logout

Monday, November 30, 2015 5:04 PM

BATIS > Georg Meier > CWW BREF > Comments

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Overview **Comments** Annotations References Offline Members History Shadow Group

Comments - Release 3, Formal draft View All Representatives All Reviewers

View All Sections Date >= Filter

Click [here](#) to revise this release and submit/view comments online.
You must send your comments for the current release no later than **31/12/2015**. After this date all comments won't be accepted.

3 items [page 1 of 1], 100 items per page

Rep.	Reviewer/Nr	Origin	Relev.	Comment	Section	Scope	HTML
	Meier, Georg 1		Minor	Typo	1.2.3.10 Lead	Selected Text	Highlight
	Meier, Georg 2	Sabine Becker	Major	The upper end of the BAT-AEL range for COD is too high.	4.3.4 BAT-associated emission levels for emissions to water	Selected Text	Highlight
	Meier, Georg 3	Ursula	Major	Set a BAT-AEL for BOD.	4.3.4 BAT-	Selected	Highlight

Step 6 List of comments (including shadow group comments)
Filter functionalities
Sorting of comments by their order of appearance in the document
Extracting comments as Excel file, if needed

How to comment on a draft BREF using the BATIS platform



Managing comments from shadow group members (7/8)

European Commission

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BATIS > Georg Meier > CWW BREF > Comments

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Overview **Comments** Annotations References Offline Members History Shadow Group

Comments - Release 3, Formal draft View All Representatives All Reviewers

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You must send your comments for the current release no later than **31/12/2015**. After this date all comments won't be accepted.

3 Items [page 1 of 1], 100 Items per page

Rep.	Reviewer/Nr	Origin	Relev.	Comment	Section	Scope	HTML
	Meier, Georg 1	Minor	Typo		1.2.3.10 Lead	Selected Text	Highlight
	Meier, Georg 2	Sabine Becker	Major	The upper end of the BAT-AEL range for COD is too high.	4.3.4 BAT-associated emission levels for emissions to water	Selected Text	Highlight
	Meier, Georg 3	Ursula Schmitt	Major	Set a BAT-AEL for BOD.	4.3.4 BAT-associated emission	Selected Text	Highlight

Step 7 Managing comments (including shadow group comments)

Accessing and modifying individual comments, if needed

Accessing, modifying, and deleting individual comments in their context, if needed

How to comment on a draft BREF using the BATIS platform



Managing comments from shadow group members (8/8)

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BAT Information System European IPPC Bureau

TWG member: Georg Meier

Logout

Monday, November 30, 2015 5:04 PM

BATIS > Georg Meier > CWW BREF > Comments

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You must send your comments for the current release no later than **31/12/2015**. After this date all comments won't be accepted.

3 items [page 1 of 1], 100 items per page

Rep.	Reviewer/Nr	Origin	Relev.	Comment	Section	Scope	HTML
	Meier, Georg 1	Minor	Typo		1.2.3.10 Lead	Selected Text	Highlight

Tips:

- Comments that are listed in the 'Comments' tab are formally submitted; no more action is needed by the TWG member.
- Comments can be modified until the deadline for submitting comments expires.
- During the commenting period, TWG members can only see their own comments and the comments of the shadow group they created.



6. Help

How to comment on a draft BREF using the BATIS platform

Help (1/1)



European Commission

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TWG member: **Georg Meier** Logout

Monday, November 30, 2015 5:41 PM

BATIS > Georg Meier > CWW BREF > Shadow Group

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Overview | **Comments** | **Annotations** | **References** | **Offline** | **Members** | **History** | **Shadow Group**

Comments - Release 3, Formal draft | Origin All Origins | ShadowGroup User:georg.meier_698 | Due Date: 31/12/2015

View All Sections | Date >= | Filter | Print

ShadowGroup Pass:shadowWtOTnEoy | Origins

No records have been found

Please submit your questions, comments or suggestions to the **European IPPC Bureau**

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Access to the BATIS manual

Email and telephone number of the EIPPCB